

## Community Access

## Module Outline

### Module 1: Start Using the Computer

**Computer Skills:** using the mouse (click, double click, drag and drop, position), opening programs with icons, using the start menu, managing windows, shutting down

**Access:** where to find computers to use in the community

### Module 2: Communication

**Computer Skills:** opening and closing programs, logging in and out, using email (new messages, opening mail, sending mail)

**Access:** communication, access to networking, family and friends, many on-line activities require a valid email address

### Module 3: Internet Basics

**Computer Skills:** open Internet Explorer, find web pages with known addresses, identify and navigate links from page to page, complete some basic searching

**Access:** finding services, shopping, employment, information; all of these require access to on-line materials

### Module 4: Accessing Social Services

**Computer Skills:** using Internet Explorer, find web pages with known addresses identify and navigate links from page to page, complete some basic searching, on line applications

**Access:** finding services, internet browsing

### Module 5: Finding Employment

**Computer Skills:** word basics, email, attachments, web searching

**Access:** information on jobs, electronic communication

## Module 6: Health Services

**Computer Skills:** on-line applications, maps and directions, internet browsing

**Access:** information on local health services and state health plans

## Module 7: Maps and Metro

**Computer Skills:** online forms, navigations, browsing

**Access:** maps and directions, locating businesses and services

## Module 8: On-line Applications

**Computer Skills:** on-line applications, tabbing between fields, attaching documents

**Access:** Many programs require that you apply on line and many jobs as well.

## Module 9: Access to Education

**Computer Skills:** on-line applications, tabbing between fields, web browsing

**Access:** Classes, degree programs, community college

## Module 10: Cultural Events and Recreation

**Computer Skills:** web browsing

**Access:** Free programs, listings and databases